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CLANDESTINE SERVICES

MANAGEMENT
11 August 1960

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CLANDESTINE SERVICES OPERATIONS SUGGESTIONS PROGRAM

25X1A

Reference: [REDACTED] 7 June 1960

1. PURPOSE

- a. The purpose of this instruction is to provide guidance for participation in the Clandestine Services Operations Suggestions Program, and set forth the general administrative procedures under which the program will operate.
- b. The purpose of the program is to stimulate new operational ideas within the Clandestine Services. It is designed:
 - (1) to encourage CS personnel to apply their experience and imagination to challenges beyond their regular assignments;
 - (2) to provide a lateral channel for the flow of ideas from the originator to the appropriate action element; and
 - (3) to provide a link to the overall Agency Suggestions Awards Program for the purpose of giving appropriate recognition or reward for outstanding contributions.

2. METHOD OF PARTICIPATION

- a. The contributor will submit operational ~~ideas or~~ proposals by a memorandum, in duplicate, addressed to the Clandestine Services Operations Suggestions Program (Control Office). The memorandum should explain the proposal ~~as concisely as possible~~, ^{but with} all pertinent details, background, etc. If the idea concerns use of individuals or groups with whom the contributor has had contact at one time, the memorandum should explain the circumstances of such relationships.
- b. The memorandum, carrying the name, room number, and telephone extension of the contributor, and stamped with the appropriate classification, should be sealed in an envelope, also appropriately classified, and forwarded to the Clandestine Services Operations Suggestions Program (Control Office), Room 1020, K Building.

3. ADMINISTRATION

- a. As a suggestion is received by the control office, it will be logged and identification of the author will be removed. From this point the suggestion will bear a number rather than a name.

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- b. The suggestion will be forwarded to the Special Staff component which has the functional interest the idea concerns.
- c. It will then be the responsibility of the Staff component concerned to take up the suggestion with the appropriate Operating Division to explore the feasibility and use of the suggestion.
- d. It will be the responsibility of the Staff component concerned to advise the control office by memorandum of the disposition of each suggestion forwarded; stating action to be taken or, as the case may be, reasons why the suggestion is not to be used.
- e. The control office will advise the contributor by memorandum of the disposition of his suggestion.
- f. The control office will provide appropriate information to the DDP Special Panel of the Suggestions Awards Committee [REDACTED] on all suggestions which are accepted for operational implementation or which are otherwise deemed to warrant consideration for award.
- g. The DDP Special Panel will consider suggestions thus referred and make recommendations regarding awards.
 - (1) Recommendations for awards covered by [REDACTED] will be made by the DDP Special Panel to the Chairman, Suggestions Awards Committee.
 - (2) Recommendations for letters of commendation will be made by the DDP Special Panel to the appropriate higher authority.
- h. The Clandestine Services Operations Suggestions Program (Control Office) will maintain a working relationship with the CIA Suggestions Awards Committee.
- i. The Clandestine Services Operations Suggestions Program (Control Office) will otherwise administer the program in such a manner as to obtain for the Agency maximum benefits from the use of this mechanism as a channel to promote a new idea, and obtain for participants in the program appropriate recognition and reward for their initiative.

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RICHARD M. BISSELL, JR.
Deputy Director
(Plans)